



Hawai'i Civil Rights Commission

Pre-Complaint Questionnaire - Real Property Transaction

830 Punchbowl St., Rm. 411 Honolulu, HI 96813 TEL: 586-8636 FAX: 586-8655 TDD: 586-8692

Directions: Please fill out this questionnaire completely. The information will be used to determine if we have jurisdiction to investigate your discrimination complaint, and to draft the charge of discrimination. You may be contacted for either a telephone or in-office interview. Please print clearly. Submit copies of documents that support your allegation of discrimination.

Date: _____

1. Information about you:

Name: _____
Last First Middle Initial(s)

Address: _____
Number/Street City Zip Code

Telephone: Home: _____ Work: _____

Cellular: _____ Pager: _____

*Race/Ethnicity: _____ *Sex: _____

Social Security Number: _____ *Age & Date of Birth: _____

Names of other adults discriminated against: _____

Names & birth dates of minor children discriminated against: _____

Name/Telephone/Address of a person to contact if we can't reach you:

2. Owner, Landlord, Property Manager, Association, Board, Resident Manager, Realtor, Lender, etc. that discriminated against you:

Name: _____

Address: _____
Number/Street City Zip Code

Island: ___O'ahu ___Kaua'i ___Maui ___Hawai'i ___Moloka'i ___Lana'i

Telephone: _____ Type Housing & Number of Units: _____

3. I was discriminated against because of my:

(Check the applicable protected basis)

☐ Race

☐ Color

☐ Ancestry/National Origin

☐ Age

☐ Religion

☐ Sex (male female)

☐ Marital Status (married single)

☐ Familial Status (children pregnant)

☐ HIV Infection

☐ Retaliation (opposed discrimination)

☐ Disability (physical mental)

☐ What is the disability? _____

4. I was discriminated against by being:

(Check the adverse action that applies to you)

☐ Refused Rental

☐ Refused Sale

☐ Refused Financing

☐ Refused Accommodation

☐ Evicted

☐ Limited Occupancy

☐ Terms and Conditions

☐ Other (specify): _____

5. Date of the last discriminatory action: _____

(Must be within the past 180 days)

6. Name(s) and title of the person who discriminated against you:

7. What reason was given to you for the adverse action:

8. How did you learn about the Civil Rights Commission:

Directions: Please provide a summary of the discriminatory adverse actions with the names of those who discriminated against you. Start with the earliest date and end with the last date. Use separate sheets of paper as necessary. On the next page, include the name/telephone/address of witnesses who have evidence of the discrimination.

Dates of Discrimination	Describe the Discriminatory Adverse Actions (Explain why the actions were because of your protected basis)

Dates of Discrimination	Continuation of the Discriminatory Adverse Actions (Explain why the actions were because of your protected basis)

Witnesses Who Have Evidence of the Discriminatory Adverse Actions		
Name	Telephone (Home and Work)	Address

Closing Statement: I declare under penalty of perjury that the forgoing is true and correct.

Signature

HAWAI'I CIVIL RIGHTS COMMISSION
PRE-COMPLAINT INSTRUCTIONS AND PRE-COMPLAINT INSTRUCTIONS
AND
CHECKLIST - REAL PROPERTY TRANSACTIONS

This information is provided to help you decide whether or not your **real property transaction** problem can be handled by the Civil Rights Commission (CRC). **IT IS NOT MEANT TO DISCOURAGE YOU FROM FILING A COMPLAINT.**

If you have difficulty understanding these instructions or have any questions, call the Hawai'i Civil Rights Commission office at 586-8636 (Voice), 586-8692 (Text) or 586-8655 (FAX). If you are on the Neighbor Islands, call toll free by dialing: Kaua'i: 274-3141; Maui: 984-2400; Hawai'i: 974-4000; Lana'i & Moloka'i: 1-800-468-4644. Ask the operator for extension 6-8636.

Enclosed is a Pre-Complaint Questionnaire. Please fill it out and return it as soon as possible. You will then be called to set up an appointment for an interview with Commission staff. If you are not called within 30 days after you return it to us, please call us. At this interview be prepared to provide the staff with information and bring any documents you have which will help us to understand your problem. **IF YOU DO NOT SEND IN A COMPLETED PRE-COMPLAINT QUESTIONNAIRE YOU WILL NOT RECEIVE AN APPOINTMENT.** If you have a specific problem, such as a language difficulty, that makes it hard for you to fill out the Pre-Complaint Questionnaire, please call us.

WARNING--YOUR RETURN OF A COMPLETED PRE-COMPLAINT QUESTIONNAIRE DOES NOT CONSTITUTE THE FILING OF A COMPLAINT--YOU MUST STILL FILE AN OFFICIAL COMPLAINT WHICH A COMMISSION STAFF PERSON CAN ASSIST YOU WITH AFTER YOUR INTERVIEW.

SECTION I We can only take complaints of illegal discrimination. This means the unfair treatment about which you are complaining must have happened because of one or more of the reasons listed below:

Your race	Harassment because of your race, sex,
Your sex	religious beliefs, etc.
Your religious beliefs	Because you reported a violation of any
Your color	law that CRC enforces (retaliation).
Your ancestry/national origin	Because you participated in any way in
Your familial status	an investigation, hearing or other
Your marital status	proceeding conducted by the Civil
Your HIV infection	Rights Commission.
Your age	You were denied a reasonable accommodation or
Your disability	modification

The Commission does not handle any unfair treatment that is not due to one or more of the above reasons.

SECTION II

It is not easy to prove discrimination. In order to file a complaint, you must have information to explain why you believe the unfair treatment was because of one or more of the reasons listed in Section I. When we investigate your case, we need either direct evidence (racial slurs, sexist slurs, harassment) or we need to find evidence that you were treated differently in comparison to individuals not of your race, sex, or whatever reason(s) on which you are basing your complaint.

For example, if you are Filipino and were evicted for being late in your rental payment, we probably cannot prove discrimination unless we find that non-Filipinos were also late in their rental payments but were not evicted. In some kinds of cases, such as religious discrimination or disability status discrimination, the key evidence may take other forms.

SECTION III

The state statute of limitations for filing complaints with the Hawaii Civil Rights Commission is 180 days after the date upon which the alleged discriminatory practice occurred or the last occurrence in a pattern of ongoing discriminatory practice.

THEREFORE, IF YOU ARE COMPLAINING ABOUT SOMETHING THAT HAPPENED OVER FIVE (5) MONTHS AGO and near this statute of limitations for filing a complaint, call the Hawai'i Civil Rights Commission office at 586-8636 (Voice), 586-8692 (Text) or 586-8655 (Fax). If you are on the Neighbor Islands, call toll free by dialing: Kaua'i: 274-3141; Maui: 984-2400; Hawai'i: 974-4000; Lana'i & Moloka'i: 1-800-468-4644. When using the neighbor island toll free number, you must enter extension 6-8636. Any delay may cause a time problem that could prevent us from accepting your complaint. You may also contact the U.S. Department of Housing and Urban Development (HUD), the agency that enforces the federal discrimination housing laws at 522-8182, ext. 269, 522-8193 (Text), or 522-8194 (Fax). Neighbor Islanders, call toll free: 1-800-374-3247.

Remember: IT IS ILLEGAL FOR AN OWNER OR ANY OTHER PERSON ENGAGING IN A REAL PROPERTY TRANSACTION, OR FOR A REAL ESTATE BROKER OR SALESPERSON TO RETALIATE AGAINST YOU FOR FILING A COMPLAINT OR FOR CONTACTING THIS COMMISSION.

Call the Hawai'i Civil Rights Commission office if you have any questions.